Center for Educational Performance and Information (CEPI)

District Users Guide to Reporting and Reviewing Graduation and Dropout Information

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Introduction

The Guide to Reporting and Reviewing Graduation and Dropout Information provides districts with resources on how to review and correct data used to calculate graduation and dropout rates before these rates are made available to the public. This guide includes how to locate and review graduation and dropout rate data, how to correct data previously submitted in error, and how to request changes after the Graduation Rate Appeals Window closes.

The Graduation Rate Appeals Window allows districts to make any necessary corrections to their data used to calculate graduation/dropout rates. This window will be open in the Michigan Student Data System (MSDS) from **Monday, July 20, 2015 through Wednesday, September 16, 2015.**

Once the Graduation Rate Appeals Window closes, exit status corrections can only be made by the intermediate school district (ISD) auditor through an audit finding during the Exit Status Audit window. This window will be open in the Graduation and Dropout Application (GAD) from **Monday, October 19, 2015 (tentative) through Friday, December 4, 2015.**

Once the Exit Status Audit Window closes, final graduation and dropout rates will be calculated and no further changes will be allowed.

Please visit the MSDS/Graduation and Dropout Information Web page at http://www.michigan.gov/cepi/0,1607,7-113-986_50502_56418.html for the most up-to-date resources on reporting and reviewing graduation and dropout information. This page includes the timeline, user's guide and frequently asked questions.

Graduation Rate Appeals Window Checklist

Below is a checklist of suggested tasks that district users can perform during the Graduation Rate Appeals window to make sure the data used to calculate their graduation and dropout rates are as accurate as possible.

☐	1.	Download and familiarize yourself with the Graduation and Dropout Timeline. The timeline can be found at the following link: http://www.michigan.gov/documents/cepi/Grad-Drop-Timeline_494735_7.pdf *Tip: It is important to understand when the review of cohort data ends. Once the review period ends, data are finalized and districts will not be able to appeal their graduation and dropout rates.*
☐	2.	Review the 2013, 2014, and 2015 cohort summary reports in the MSDS reflecting the end-of-year (EOY) 2015 final disposition. • Four-year, five-year and six-year rates will be calculated. • Use the Student Record Maintenance (SRM) Collection to submit corrections or updates to a student exit statuses. **Note: Only your ISD auditor can make exit status updates for students who exited prior to the 2014-2015 school year, as these data have been previously audited. Submit proper documentation to your auditor (see Appendix D) and s/he will submit an audit finding when the GAD Application opens in October for the exit status audit.**
☐	3.	Review the appealable graduation and dropout rates in the GAD application. • Appealable rates show what the district's final 2015 graduation and dropout rates will be if no further changes are submitted. CEPI will send a notice when these appealable rates are available for review. *Tip: It is important to review the appealable rates. The reports will expose erroneous data (e.g., all twelfth-graders reported as dropouts) or incorrect data (e.g., no graduates reported).*
☐	4.	Confirm that graduates were reported in the EOY 2015 General Collection. • If your graduates were not submitted in the EOY Collection, submit them in the SRM Collection. • In order for students to be considered "on-time graduates," the Exit Date and As of Date for the student records must be on or before **August 31, 2015**.
☐	5.	Submit your end-of-summer graduates by September 16, 2015. • Use the SRM Collection to submit and certify the final dispositions of end-of-summer graduates. • In order for students to be considered "on-time graduates," the Exit Date and As of Date for the student records must be on or before **August 31, 2015**.
☐	6.	Verify that the students reported as graduates during the EOY 2015 General Collection did, in fact, graduate. • **The MSDS will generate a field-level error if a student with a cohort status of Graduated is submitted with an exit status of Continuing in any future collection, by any district.** • If any students in your district were misreported as graduates, please see the "Submitting Exit Status Corrections" section for instructions on how to correct these students.

☐	7.	Review your primary education providing entity (PEPE) reports in the MSDS to ensure that data submitted in the EOY 2015 General Collection are correct. • If the PEPE for a student is incorrect, contact CEPI Customer Support to request a PEPE change. • Submit PEPE change requests by September 16, 2015. • Please note that there must be corresponding submission records to support the request. PEPE changes cannot be approved for entities that have never reported the student.
☐	8.	Submit student Unique Identification Code (UIC) linking requests in the MSDS. • You may want to focus your efforts on finding multiple UICs for students with Missing Expected Report (MER) or Dropout cohort statuses. *Tip: You may want to search for variations in a student's name (including suffix), date of birth and gender.*
☐	9.	Submit any necessary cohort year changes in the MSDS. • If you reported a student with an incorrect grade during the 2014-2015 school year that placed the student in the wrong cohort year, there **MUST** be corresponding submission records to support the request (i.e., the student must be reported in the correct grade in at least one certified collection). *Tip #1: Only those students who have been incorrectly assigned to a cohort will be assigned to a different cohort year. Example – A student was misreported in the ninth grade. Student was actually an eighth grader.* *Tip #2: Students attending approved middle colleges have their cohort year automatically increased by one year. If the students leave the middle college, their cohort year will be automatically decreased by one year. Students attending approved middle colleges will be considered on-time graduates if they obtain a high school diploma AND an associates degree in 5 years. Additional years will not be approved.*
☐	10.	If your district is a GED testing center, work with your GED coordinator to get a list of students from your district who may have tested, passed and obtained a GED. Ensure that those students have been submitted with exit status code "05" (GED Completer).
☐	11.	Focus your efforts on students with certain cohort status categories (MERs, Dropout, and Off-track Continuing). • MERs and Dropouts: Look in your local student information system for an updated status that was not submitted to the MSDS. • Off-Track Continuing: Look in your local student information system. The student may have graduated but that status was entered in the previous school year and was not rolled into the new school year. *Tip #1: Review the student's CA-60. There may be documentation with information on the student's status (moved out of state, went to nonpublic school, etc.) that was not entered into your local student information system.* *Tip #2: If there was information in your local system or in the CA-60 stating that the student went to another school district, you may want to contact the district in question to determine what happened to the student.*

| ☐ | 12. | Continue to download and review your cohort and PEPE reports in the MSDS.
   • Cohort and PEPE data and reports are updated upon certification of the SRM Collection.
   • Ensure that corrections or updates submitted in the SRM Collection are reflected in the reports. |

Exit Status Audit Window Checklist

Below is a checklist of suggested tasks that district users can perform during the Exit Status Audit window to make sure the data used to calculate their graduation and dropout rates are as accurate as possible.

☐	1.	Review the auditable graduation and dropout rates in the GAD, which are based on data submitted through the Graduation Rate Appeals Window. • Auditable rates show what the district's final 2015 graduation and dropout rates will be if no further changes are submitted. CEPI will send a notice when these rates are available for review.
☐	2.	If necessary, submit proper documentation to your ISD Auditor (see Appendix D) for any further corrections that need to be made to your graduation/dropout data. • The auditor has until 11:59 p.m. EST on December 3, 2015 to request changes (via audit finding) in the GAD.
☐	3.	Review the audit findings submitted by your ISD Auditor in the GAD and follow up with him/her if necessary.

Review the 2013, 2014 and 2015 Cohort Student Lists

The Cohort Student List, located under the Grad Cohort menu, is a listing of students assigned to a particular cohort year by cohort status. This report is updated upon certification of the SRM collection, or for General Collections, once the collection closeout process is completed. Students are sorted alphabetically by last name.

To run this report, you must select a cohort year and an entity (building or district). Additionally, you may choose to filter on a particular cohort status, exit status, student last/first name or UIC. Please refer to Appendices A and B for definitions of cohort statuses and exit statuses, respectively.

The report will display students for the chosen graduation cohort year. These students are placed in the cohort when they are first identified as ninth-graders. Students who transfer into the public education system after ninth grade are placed in the appropriate cohort based on the grade in which the initial Michigan district reported them. For more information on how students are assigned to a cohort, please refer to the "Understanding Michigan's Graduation and Dropout Rates" document on the MSDS/Graduation and Dropout Information Web page.

How to use this report

Verify that each student is reported with the correct cohort status and cohort year. Pay special attention to the 2013, 2014, and 2015 cohort years, as graduation and dropout rates will be calculated for these years. Below are some suggestions:

- For the 2015 cohort, verify that all students who graduated in four years or less have a cohort status of On-Track Graduated. Verify that any students not graduating at the end of four years, but still continuing with the district, have a cohort status of Off-Track Continuing.
- For the 2014 cohort, verify that any students who graduated beyond four years, but at or prior to the end of five years, have a cohort status of Off-Track Graduated.
- For the 2013 cohort, verify that any students who graduated beyond five years, but at or prior to the end of six years, have a cohort status of Off-Track (+5) Graduated.

Submitting Graduates or Exit Status Corrections

If, after reviewing the 2013, 2014, and 2015 cohort student list, you discover that one or more students have an incorrect cohort status, you must submit those students in the SRM Collection with the appropriate exit codes. Once the SRM Collection is certified, the cohort status will be updated automatically. If a student's cohort status does not update as you would expect, please contact CEPI customer support. All exit status corrections must be submitted and certified in the SRM Collection by September 16, 2015.

Submitting previously unreported graduates/completers
Report the appropriate exit date and exit status in the SRM record. In order for students to be considered "on-time graduates," the **Exit Date** and **As of Date** for the student records must be on or before **August 31, 2015.**

Correcting students who were misreported as graduates/completers
If you misreported a student as a graduate or completer during the 2014-2015 school year, the SRM record **MUST** contain the following:
- Exit Status code "**19**" (expected to continue)
- As of Date = Exit Date of the **graduate record**
  (Example: If the student was misreported as graduated with a 6/5/2015 exit date, the As of Date on the SRM record **must be** 6/5/2015.)

Students who were reported as exiting, but are actually continuing in your district
The SRM record must be reported with Exit Status code "**19**" (expected to continue) and the As of Date must be **on or after** the Exit Date of the previously reported record.

All other corrections
Submit the appropriate exit status and exit date (if applicable). Once the SRM Collection is certified, the cohort status will be updated automatically. If the student's cohort status does not update as you would expect, please contact CEPI customer support.

REMINDER: Only your ISD auditor can make exit status updates for students who exited prior to the 2014-2015 school year, as these data have been previously audited. Submit proper documentation to your auditor (see Appendix D) and s/he will submit an audit finding when the GAD Application opens in October for the exit status audit.

Primary Education Providing Entity (PEPE)

The MSDS assigns a PEPE for each public school student submitted in the MSDS and is used in determining accountability for graduation cohort and accountability scorecard purposes. Students who are submitted with nonpublic or homeschool residency codes are not assigned a PEPE. A list of residency codes can be found in Appendix C.

Only an authorized user for the district that is identified as the PEPE for a student can update that student's master record data (Personal Core characteristics). For students who do not have an assigned PEPE, any user may update the master record.

CEPI determines PEPE based on the fall, spring and end-of-year (EOY) general collections and the SRM Collection in the MSDS. For the general collections, the process to update PEPE is run after the collection closes (not when the district certifies). For the SRM Collection, PEPE is updated upon the collection being certified.

Below are the rules used to determine how PEPE is assigned to each public school student:

- If a student is reported as Continuing (exit status "19") by only one entity for a given MSDS collection cycle, regardless of full-time equated (FTE) membership, then that district and building becomes the PEPE.

- If a student is reported as Continuing (exit status "19") in multiple entities in a general collection, the entity which reported the greater proportion of FTE is the PEPE.

- If the exit status for a student equals 01, 02, 03, 04, 05, 06, 20, 21, 40 or 41, these are considered terminating exit statuses, and PEPE is assigned to the entity that reported the terminating exit status.

- If the exit status for a student equals any exit code other than those referenced above, PEPE remains with the last entity that reported the student as continuing.

- When both a Unique Education Provider (UEP) and a school report a student, the school will be the PEPE for the student. However, if only a UEP (e.g., Career and Technical Education entities and Michigan Math/Science Center buildings) reports a student, it will be the PEPE for the student.

- If PEPE can not be determined from multiple records, the record goes into "resolution" within the MSDS and a CEPI staff member will determine PEPE. Authorized users will utilize the previously accountable district/building's code until the staff member assigns the new PEPE.

PEPE Reports

The following reports are available for users to determine the PEPE status for their students submitted in a particular collection:

- **Alpha Listing of Students with PEPE:** This is a list of students and their associated PEPE district and PEPE building.

- **PEPE Resolution Required:** This is a list of students for whom the MSDS could not determine a PEPE district or PEPE building. A system administrator will review each student and determine which entity should be assigned as the PEPE.

- **Submitted Records without PEPE assigned (General Collections only):** This is a list of students who do not have a PEPE assigned to their record.

Procedures

1. From the PEPE menu, select PEPE Reports.
2. Select which PEPE report you wish to view, along with the report format and collection.
3. Enter the entity code or entity name.
4. Click the **View Report** button.

NOTE: Users will be prompted to open the report or save it to their computers.

Requesting a Change in PEPE

In rare cases, users may discover that the PEPE district or PEPE building for a student is incorrect. Users may request changes to a student's PEPE during the Graduation Rate Appeals Window.

Before requesting a PEPE change, please note the following:

- In most cases, the PEPE district/building is already correct based on the rules described on page 9.
- If you believe that your district should be the PEPE for a student **as of the 2014-2015 school year**, submit and certify an SRM record for that student with exit status '19' (expected to continue) and the appropriate As of Date. Once the SRM Collection is certified, the student's PEPE will update automatically.
- PEPE changes will NOT be approved for new enrollments for the 2015-2016 school year. PEPE will update once the students are submitted in a 2015-2016 MSDS Collection.

If you still believe that a PEPE change is necessary, please send an email to CEPI Customer Support (cepi@michigan.gov) with the following information:

- Student's UIC (please do not include student names or other personally identifiable information)
- The student's current PEPE district and building
- The 5-digit district and building code that the PEPE should be assigned to
- An explanation as to why the PEPE should be changed.

The PEPE request will be sent to the appropriate CEPI staff for review. The request will be approved or denied, and the requester will be contacted with the determination.

REMINDER: CEPI staff members will deny any PEPE change request where there is no submitted record supporting the request in any collection.

Submitting UIC Linking Requests

A user may find that the same student has been assigned more than one UIC. When this occurs, it is important that the user requests that those UICs be linked. Linking UICs allows the history of those student records to be tied together. Linking also allows students to be appropriately tracked over time. The ability to accurately track students over time is the central requirement for calculating graduation and dropout rates. A system administrator will review and approve/deny every linking request based on the information provided in the request.

Users may want to focus on searching for multiple UICs for those students with a MER or Dropout cohort status.

Users may find multiple UICs for students by using the Student Search function in the MSDS.

Tip: You may want to search for variations in a student's name, date of birth and gender.

Procedures

1. From the Student History screen, select **Request to Link** from the Action dropdown.

2. Click the **Go** button.

3. Enter each UIC you wish to link in the UIC column. Up to six UICs may be linked.

4. Choose the radio button for the primary UIC.

5. Add the reason for the link request in the Justification text box.

6. Click the **Validate All** button to confirm that you are requesting to link valid UICs.

7. Click the **Submit Request** button.

Linking requests are placed in a queue for the MSDS system administrator to review. The request will be approved or denied based on the information submitted. You may review your request and the status of your request on the Manage Linking Requests screen.

Manage Linking Requests

The Manage Linking Requests screen will display students for whom linking requests have been submitted. This screen allows users to review the status of their requests. The MSDS system administrator will review and approve/deny every UIC linking request based on the information submitted.

The Status at the bottom of each request will display whether the request has been approved or denied. A Status of "New" means that a system administrator has yet to review the request. To filter the list, click the **Filter** button.

Requesting to Unlink UICs

In some cases, UICs are linked, and are later determined to be two different students. If this situation occurs, users should request to unlink the UICs and split the history of those records. Splitting the history of two previously linked UICs assigns the appropriate history records to the correct UIC.

If you determine that UICs have been linked in error, please send an email to CEPI Customer Support (cepi@michigan.gov) with the following information:

- Your district name and 5-digit district code

- Student's UICs (please do not include student names or other personally identifiable information)

- An explanation for why you believe these UICs have been linked in error.

CEPI will send an email message once the UICs have been unlinked.

Requesting a Cohort Year or Cohort Status Change

In rare cases, a student's cohort year or cohort status may be incorrect. The MSDS allows users to request a cohort year or status change to individual students.

Users should review students with an Off-track Continuing cohort status as these students may have been assigned to an incorrect cohort. Users should also check all students who have cohort statuses of Dropout and Missing Expected Record (MER). These students may have been incorrectly reported, or new information may have been obtained that could change the students' cohort status.

Requesting a cohort status change ONLY:
> Please refer to the Submitting Exit Status Corrections section on page 8 for further instructions. Once the SRM Collection is certified, the cohort status will be updated automatically. If the student's cohort status does not change as expected, please contact CEPI customer support. Do not use the Cohort Change Request feature.
>
> **Reminder: Only your ISD auditor can make exit status updates for students who exited prior to the 2014-2015 school year, as these data have been previously audited. Submit proper documentation to your auditor (see Appendix D) and s/he will submit an audit finding when the GAD Application opens in October for the exit status audit.**

Requesting a cohort year change:
> Cohort Year change requests will only be approved for students who have been incorrectly assigned to a cohort year. (Example: A student was misreported in the ninth grade and was actually an eighth grader.)
>
> Students reported as participating in an approved early/middle college program (i.e. reported with program participation code "3500") will have their cohort year **automatically increased** by one year. If a student is reported as no longer participating in the program (i.e. program participation code "3500" is omitted), their cohort year will be **automatically decreased** by one year. Cohort year changes are not necessary. Students participating in approved early/middle college programs will be considered on-time graduates if they obtain a high school diploma AND an associates degree in 5 years. Additional years will not be approved.

Procedures

1. From the Student History screen, select **Cohort Change Request** from the Action dropdown and then click the **Go** button.

2. Enter the cohort year and cohort status being requested for the selected student.

3. Enter the justification for the change.

4. Click the **Submit Request** button.

Requests are placed in a queue for the MSDS system administrator to review. The request will be approved or denied based on the information submitted. You may review your request and the status of your request on the Manage Cohort Requests screen (instructions below).

Request a Cohort Change

First Name	
Last Name	
UIC	
Date of Birth	
Gender	
PEPE District	Hudsonville Public School District (70190)
Current Cohort Year	2003
Current Cohort Status	Missing Expected Record (MER)
*Requested Cohort Year	2010
Requested Cohort Status	On-Track Continuing
*Justification	

Submit Request   Cancel

Manage Cohort Requests

The Manage Cohort Requests screen will display a student for which a cohort status/year change request has already been submitted. This screen allows users to review the status of their requests. The MSDS system administrator will review and approve/deny every cohort status/year change request based on the information submitted.

The Status at the bottom of each request will display whether the request has been approved or denied. A Status of "New" means that a system administrator has yet to review the request. To filter the list, click the **Filter** button.

MSDS Home

Manage Requests... ⊞
- Manage Requests for UIC
- Manage Linking Requests
- Manage PEPE Changes
- Manage Cohort Requests

Student Data Submission... ⊞
Student Data Downloads... ⊞
Search... ⊞
Certified Data Reports... ⊞
Audit FTE... ⊞
Grad Cohort... ⊞
PEPE... ⊞
General Reports... ⊞

Cohort Request Summary

Filter...

District (Hudsonville Public School District (70190)), Status (New), Request Date From (08/04/2010), Request Date To (08/06/2010)

UIC	Last Name	First Name	D.O.B.	PEPE District	PEPE Building	Cohort Year	Requested Cohort Year	Cohort Status	Requested Cohort Status
				Hudsonville Public School District (70190)	Hudsonville High School (01785)	2003	2010	Missing Expected Record (MER)	On-Track Graduated

Request Justification:	testing testing testing	Resubmit
		Approve
Approver Notes:		Deny

Requested By: Meghann E Omo Request Date: 08/05/2010
Response By: Response Date: Status: New

Items per page: 10   < Page 1 of 1 >

GAD Application

Introduction

The GAD application provides district users the ability to review their graduation and dropout rate reports prior to rate publication in February of each year. Data in this application are based on a snapshot, which is taken during the following periods. Notification is sent to authorized users when these snapshots are completed.

- Mid-August: Appealable graduation and dropout rates are provided, using MSDS data submitted through the most recent End-of-Year General Collection. District users may submit necessary changes in the MSDS during the Graduation Rate Appeals Window.

- Mid-October: Auditable graduation and dropout rates are provided, using updated data submitted during the Graduation Rate Appeals Window. Any further corrections can only be made through an audit finding by your ISD auditor, supported with documentation submitted by the district to the ISD. Exit status corrections for students who exited prior to the 2014-2015 school year can only be made by ISD auditors through an audit finding, as these data have been previously audited.

Final graduation and dropout rates are available for preview in the MI School Data portal in late January. Instructions for obtaining access to the portal can be found on page 21.

Logging in

To access the GAD Application, go to https://cepi.state.mi.us/GradDrop. Type your MEIS username and password, and then click the "Log In" button.

Need a Username and Password?

To become an authorized user of the GAD Application, you must first obtain a MEIS account. If you do not have a MEIS account, click on **Obtaining a MEIS Account** on the GAD login page and follow the on-screen instructions.

Once you have a MEIS account, you must complete and submit a security agreement for the application. The **GAD Security Agreement Form** can also be found on the GAD login page.

If you are replacing an authorized user, you may need to complete and return a MEIS Authorized User Removal Request Form to have that person's permissions removed from the GAD and any other CEPI applications. The form can be found at the following link: http://www.michigan.gov/documents/cepi/CEPI_auth_user_removal_form_409255_7.doc.

District Dashboard

After you have logged in and selected your district, a screen similar to the following will appear. There are several options for users from this screen. See the instructions below for more information on these options.

Note: A UIC Quick Search box is available in the upper right corner of the screen. By entering a UIC here, you will be able to go directly to a student's record. This feature is at the top of all GAD screens.

1. District Selection - To view information on a particular school district, first select a district from the drop-down menu. A summary of student data for your selection will appear.

2. Review - This option allows users to review previously submitted data. The chart below the button provides summary information.

Status/School	2009 Total Students	2010 Total Students	2011 Total Students
Garber High School (01358)			
Dropout	2	1	1
Exempt	17	5	7
Missing Expected Record (MER)	2	2	2
Off-Track Continuing	0	2	15
Off-Track Graduated	2	3	0
On-Track Continuing	0	0	0
On-Track Graduated	117	142	134
Building Total	140	155	159
District Total	140	155	159

3. My District's Requests - This section summarizes audit findings submitted by your ISD auditor. You may select a particular request or view all.

My District's Requests	2009	2010	2011	2012	2013	2014
Audit Finding Requests	1	0	0	0	0	0
View Audit Findings Student List						

4. These reports are provided to aid you in the review process.

Student List

After you have clicked on the **Review** button from the dashboard page (under My District's Summary), the Student List page will appear. First, select a building and cohort year from the drop-down menus to view student records from all status categories within that building and cohort year.

After viewing the list, you may select a student name for a detailed record. The menu bar above the student names contains the following data elements (click the column headings to sort):

1. Name - Last and First name of the student
2. UIC - Unique Identification Code provided by CEPI
3. Local ID - Identification Code provided by the district
4. Expected Graduation Year - Calculated using the cohort's standard graduation year plus the cohort's current grade minus the student's last reported grade
5. Exit Code - Code that describes the reason a student left school (see Appendix B for code list)
6. Exit Date - Date student exited the district
7. Enrollment Date - Date student entered the district
8. Residency Code - Code that describes the student's residency status (see the Appendix for code list)
9. Last Cycle Reported - Last MSDS cycle that data was collected for the student
10. Total Count Days - Total count days in district and building indicate the number of fall and spring collections in which a student was submitted in the MSDS in each entity as continuing, regardless of FTE.

Status Icons

- Ⓓ Dropout
- Ⓔ Exempt
- Ⓜ Missing Expected Record (MER)
- ⊕5 Off Track (+5 year) - Graduated
- Ⓒ Off-Track Continuing
- ⑤ Off-Track Graduated
- Ⓖ On-Track Graduated

Tip: An explanation of these statuses can be found in Appendix A

Student Data

After you have clicked on a student name from the Student List page, the Student Data page will appear. This displays a detailed summary for the student selected. The rows of data directly below the student name (**A**) represent the current data for the selected student. The historical data (**B**), listed further down the page, is a collection of previous data submissions. Hover over any underlined number to see the definition of that code. Here is a breakdown on data not yet mentioned:

1. Student cohort status

2. Last Cycle - Last MSDS collection cycle submitted for this student

3. Grade - Current grade for this record

4. Age as of Dec. 1 - Age as of December 1 for the most recent collection cycle

5. Categorical Eligibility - Yes/No eligibility status for Special Education, Limited English Proficient, Migrant, Homeless and Economically Disadvantaged
6. FTE - full-time equivalency

Audit Finding Requests

During the Exit Status Audit Window (late October through early December), district users may view a summary of audit findings submitted by the ISD Auditor.

1. Select a building and a cohort year from the drop-down menu.

2. To view auditor comments, click the **View Comments** link.

3. Clicking on the UIC hyperlink will allow you to view current and historical data for that student.

Reports

The report section of the site will allow you to create three reports for the districts you are authorized to view. All reports can be generated from the Dashboard screen.

Reminder: These reports are based on a snapshot of data at a particular point in time described below:

- During the Graduation Rate Appeals window, these reports are based on a snapshot as of the EOY General Collection.
- During the Exit Status Audit window, these reports take into account updates made during the Graduation Rate Appeals window.

1. The Cohort Report provides a student-level listing for an individual cohort year. Each building appears on a separate page. Students are initially sorted by cohort status and student last name. Select a district, cohort year, and desired report format from the drop-down menus and then click **View Report**. This report is best viewed in Excel format and can be helpful for users to identify which students make up a particular demographic subgroup.

2. The Cohort Student Search allows you to print an individual student's historical record. Enter a valid UIC and then click **View Report**. The report will open in PDF format.

3. The Graduation Rate Report provides district and building-level 4, 5, and 6 year appealable/auditable graduation and dropout rates for the current year. Select a district and desired format from the drop-down menus and then click **View Report**.

MI School Data Preview

In late January, districts may preview their final graduation and dropout rates in the MI School Data portal before the data are released to the public. No further changes to the rates are allowed. CEPI will send a communication when the final rates are available for preview.

Please note:

- You must be a MI School Data authorized user to preview the graduation and dropout rates and access student-level detail.

- Your user account must include a "preview" role, which is needed to preview the current year's rates. Without this role, you will only be able to view rates for prior school years.

- If you do not have a MI School Data user name and password, or your user account does not provide "preview" access to the graduation and dropout rates, please contact your ISD or your local district's technical support.

To access the District Graduation and Dropout Rates, please follow these steps:

- Log in to MI School Data at https://www.mischooldata.org/ (the login button is on the upper left-hand side of the landing page) using your user name and password.
- Click on the "Student Counts" link on the left-hand side.
- Click on the "Grad/Dropout Rate" tab in the center of the page.
- Choose the ISD and district you wish to review.
- Once selected, further filter the data using the "Report Settings" selections.
- Once the report is generated, you may access student-level details by clicking on the desired section of the bar graph OR clicking the "Student Breakdown" radio button.

Appendix A - Categories of Student Cohort Status

The following is a list of cohort statuses, including an explanation on how a student is placed into a particular status:

GAD Icon	Cohort Status Categories	Category Definitions
(M)	Missing Expected Record (MER):	**a:** Students who were last reported in the MSDS with a continuing status (exit status code 19), yet were not reported in a subsequent collection. **b:** Students who were last reported as transferring to another Michigan district (exit status code 08), yet no other district reported them in a subsequent collection. **c:** Students who were reported as graduating from another district (42), yet no other district reported them as a graduate or completer (01 – 06, 20, 21, 40, 41) in the same collection.
(D)	Dropout:	Students who were last reported in the MSDS with exit status codes categorized as "Dropout" for graduation cohort purposes (i.e., exit status codes 07, 10, 11, 13, 16, 17 and 18), and who were not reported as continuing by another district in subsequent collections.
(E)	Exempt:	Students who were last reported in the MSDS with exit status codes categorized as "Exempt" for graduation rate purposes (i.e., exit status codes 09, 12, 14 and 15).
(O)	Other Completers:	Students who were last reported in the MSDS with exit status codes categorized as "Other Completers" (i.e., exit status codes 06, 20 and 21) for graduation rate purposes.
(G)	GED Completer:	Students who were last reported in the MSDS with exit status code 05 (GED).
(C)	Off-Track Continuing:	Students who were last reported in the MSDS with exit status codes of "Expected to continue in the same school district" (19), yet their expected graduation year is later than their cohort year.
(C)	On-Track Continuing:	Students who were last reported in the MSDS with exit status code of "Expected to continue in same school district" (19), and their expected graduation year is earlier than or equal to their cohort year.
(G)	On-Track Graduated:	Students were last reported in the MSDS with exit status codes categorized as "Graduated" for graduation cohort purposes (i.e., exit status codes 01, 02, 03 and 04), and their expected graduation date is earlier than or equal to their cohort year.
(5)	Off-Track Graduated:	Students were last reported in the MSDS with exit status codes categorized as "Graduated" for graduation cohort purposes (i.e., exit status codes 01, 02, 03 and 04), and their expected graduation date is one year later than their cohort year.
(+5)	Off Track (+5 year) – Graduated:	Students were last reported in the MSDS with exit status codes categorized as "Graduated" for graduation cohort purposes (i.e., exit status codes 01, 02, 03 and 04), and their expected graduation date is more than one year later than their cohort year.

Appendix B – Exit Status to Cohort Status Crosswalk

To calculate the cohort status, CEPI staff consider grade and exit status. Below is a chart of the exit status code definitions.

Exit Code	Exit Status Code Definition	Cohort Status Category*
01	Graduated from general education with a diploma	Graduated
02	Graduated from general education with diploma and applied to a degree-granting college/university	Graduated
03	Graduated from an alternative program with a diploma	Graduated
04	Graduated from general education and applied to a non-degree-granting institution	Graduated
05	Completed general education with an equivalency certificate (GED)	GED Completer
06	Completed general education with other certificate (e.g., certificate of attendance, district competency test)	Other Completers
07	Dropped out of school	Dropout
08	Enrolled in another district in Michigan	If not located in other district, Dropout; if located, apply exit code of other district
09	Moved out of state	Exempt
10	Expelled from the school district (no further services)	Dropout
11	Enlisted in military or Job Corps	Dropout
12	Deceased	Exempt
13	Incarcerated	If not located or not receiving services to be on track for a diploma, Dropout
14	Enrolled in home school. May also be used for students who withdraw from a district to attend an **out-of-state** cyber school or virtual school.	Exempt
15	Enrolled in nonpublic school. May also be used for students who withdraw from a district to attend a nonpublic **in-state** cyber school or virtual school.	Exempt
16	Unknown	Dropout
17	Placed in a recovery or rehabilitative program	Dropout
18	Left adult education	Dropout
19	Expected to continue in the same school district	On-Track or Off-Track Continuing, depending on expected graduation year
20	Received special education certificate of completion and exited the kindergarten through 12th-grade (K-12) system	Other Completers
21	Special education - Reached maximum age and exited the K-12 system	Other Completers
40	Graduated from a middle college with both a high school diploma and an associate degree or other advanced certificate	Graduated

| 41 | Graduated from a middle college with only a high school diploma | On-Track or Off-Track Graduated, depending on expected graduation year |
| 42 | Graduated from another district. | If not located in other district, Dropout; if located, apply exit code of other district |

* All students in the cohort are searched for in subsequent collections, in other locations, despite their exit statuses. Only the most recently reported exit status is used in determining the cohort status.

Appendix C – Residency Codes

Non-resident:
01   Non-K-12 district
02   Section 105 school of choice (within same ISD)
03   Section 105c school of choice (outside contiguous ISD)
04   Nonpublic school student
05   No cooperative agreement, no release, not exempted
06   All other non-resident students
07   Home schooled non-resident

Resident:
08   Nonpublic school student
09   Section 24 juvenile detention facility
10   For new PSAs (fall only)
11   School for the deaf/blind
12   Section 6(4)(d) non-special education juvenile detention
13   Emotionally impaired special education students served by DCH facility
14   All other resident students
15   Home-schooled resident

Appendix D - Acceptable Exit Status Documentation

Exit Status	Definition	Allowable Documentation
01, 02, 03, 04, 05, 06, 20, 21	Graduated or completed	• Official transcript or diploma. • Official alpha list of graduates/completers from the student management software, which includes pupil's name, UIC, date of birth and MSDS completion status; sorted by building, then by completion status, then by pupil's last name.
09	Moved out of state	• Request for student records from a receiving public or private high school or an educational program (that culminates in a regular high school diploma). • Written record of a response from an official in the receiving school or program acknowledging the student's enrollment. • For migrant pupils, documentation of student's out of state enrollment in the federal Migrant Student Information Exchange (MSIX). • Per USED, a conversation with a parent or neighbor of a student, for instance, is NOT considered official written documentation of a transfer. The one exception is that if a parent informs a school administrator that the family is leaving the country, the school administrator may document this conversation in writing and include it in the student's file.
12	Deceased	• Confirmation from student management software that student is listed as deceased in the software. • Obituary, other newspaper article. • Program from the funeral/memorial service. • Written statement from the parent or guardian. • Death certificate.
14	Enrolled in home school	• Written parental statement confirming pupil is homeschooled. • Statement by attendance officer (truancy officer) verifying that compulsory attendance requirements are met. • Pupil withdrawal form signed by the parent/guardian or qualified student indicating pupil is being home-schooled. • Per USED, a conversation with a parent or neighbor of a student, for instance, is NOT considered official written documentation of a transfer.
15	Enrolled in nonpublic school	• Request for student records from a receiving public or private high school of an educational program (that culminates in a regular high school diploma). • Written record of a response from an official in the receiving school or program acknowledging the student's enrollment. • Per USED, a conversation with a parent or neighbor of a student, for instance, is NOT considered official written documentation of a transfer.